



**DRAFT MINUTES OF THE CORPORATE SERVICES COMMITTEE MEETING  
HELD ON 24<sup>TH</sup> NOVEMBER 2020  
AT 7.45PM VIA VIRTUAL ACCESS**

**Present:**

Cllr I Blazeby (Chairman)  
Cllr J Roberts (Vice Chairman)  
Cllr R Shaw  
Cllr A Snape  
Cllr D Toinko  
Cllr J Dann  
Cllr G Mackey

**Also, Present:**

Rob McGregor – Town Clerk  
Stephanie Stanley – Deputy Town Clerk

**611. APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Councillor Mrs M Williams - medical.

**612. DECLARATIONS OF INTEREST**

To receive Statutory Declarations of Interests from Members in relation to:

- (a) Disclosable Pecuniary interests in any agenda item – None declared.
- (b) Non-Pecuniary interests in any agenda item – None declared.

**613. CHAIRMAN'S ANNOUNCEMENTS**

There were no Chairman's announcements.

**614. PUBLIC OPEN SESSION**

There were no members of the public present.

**615. MEMBERS QUESTIONS**

There were no members questions.

**616. MINUTES**

- a. For Members to receive and adopt the minutes of the Corporate Services meeting held 27<sup>th</sup> October 2020.

Members received and approved as a true record; the Minutes of the Corporate Services Committee meeting held on 27<sup>th</sup> October 2020 via virtual access.

## **617. MATTERS ARISING**

### **a. Minutes of the Corporate Services Committee Meeting 27<sup>th</sup> October 2020**

Councillor Snape asked for an update on the planters outside Barclays Bank. The Town Clerk advised that they were expected to be delivered in the next two weeks.

Councillor Mackey asked if the grounds team could look at righting the barriers outside Barclays bank when they were passing the area. The Town Clerk advised that he would convey this request to the team.

## **618. ITEMS FOR CONSIDERATION**

### **a. Action Log / Progress Updates**

Members were asked to consider a report circulated and the proposed recommendations to move to proposed IT software under Office 365 and for officers to give relevant updates under Matters Arising.

It was **RECOMMENDED** to approve the recommendations with the report:

1. To progress with the Planner tool within Office 365 and set up the systems required
2. For Officers to update Councillors under 'Matters Arising' at future meetings
3. For Managers to deal with target dates (when appropriate) for the implementation of Council decisions which may mean using the 'List' app within Office 365

## **619. ITEMS FOR INFORMATION**

### **a. Budget**

Members were asked to note the Corporate Services budget.

The Chairman asked for an update on the Health and Safety overspend. The Town Clerk assured members he would send around an update via email.

**Action: Town Clerk**

### **b. Flitwick Papers**

Members were asked to note that the Communications and Marketing Officer would be producing the first quarterly printed version of Flitwick Papers in the New Year.

The Chairman updated members, a digital version will be produced for December and the first printed version will be produced for January 2021.

### **c. Communications Strategy**

Members were asked to note the progress of developing a Communications Strategy. The Chairman informed members that he had held a long discussion with the Communications and Marketing Officer regarding production of a communications strategy.

The structure of the strategy will be worked on in December. Content for the actual plan will be managed and tracked using software already available in Office 365. It was hoped that the structure, rather than the actual content, of the Strategy would be available for discussion at the Corporate Services meeting in January.

## **620. PUBLIC OPEN SESSION**

There were no members of the public.

**621. EXEMPT ITEMS**

The following resolution was **moved** that is advisable in the public interest that the public and press are excluded whilst the following exempt item issue is discussed.

(11a) Leases. (11b) Projects.

Councillors noted two items.

Pursuant to section 1(2) of the public bodies (Admission to Meetings) Act 1960 Council **resolved** to exclude the public and press by reason of the confidential nature of the business about to be transacted.

Meeting closed at 8.03pm.

## Monthly Budget Review – November 2020

### Corporate Services

4022	101	Photocopier Contract – Includes £2253.88 rental charge for the whole year.
4023	101	Telephones – Includes £920.25 maintenance charge for the whole year and the cost of new handset for Town Clerk.
4056	101	Subscriptions/Licences – BATPC membership paid for the year.
4146	101	Business Continuity – Business Rates for the Library office paid for the year.
4210	102	Town Mayors Charities – This will initially show as overspent as monies for 19/20 were not c/f at Year End so balance is covered from Gen Reserves as shown 4990 102.
4021	101	Charge of £42.00 for 31 sacks of confidential waste shredding in July.
<b>4009</b>	<b>101</b>	Inflated expenditure for purchase of PPE, additional cleaning supplies and equipment to make staff and site Covid secure. <b><i>Ellis Whittam Noise Assessment £1,867.00</i></b>
4025	101	Purchase of 2 HP Probooks and new office chair.
<b>4046</b>	<b>103</b>	<b><i>Website Development charge £3,202.50. This is shown as an over spend, however this spend was budgeted in the previous year and we are working with the accountants to reallocate the funds.</i></b>
4025	101	Office & IT Equipment - Includes £215.20 – Agreed to be taken from General Reserves
4132	421	General Building Maintenance - £4135.80 moved to 4200/313 as agreed for pre-season essential electrical works.
4025	101	Office Equipment – Includes £363.48 – Agreed to be taken from EMR

Committee spend for the year to 30/11/2020 is:

	Budget	Spend Year to Date	Monthly Spend to 30/11/2020	
Corporate Services	£316,345	£193,061	£35,177	<b>Green</b>

Impact of Covid-19 on the budget by Committee:

**Corporate Services:** This budget should remain unaffected. It does not rely on many income streams, the only real income is from Flitwick Papers advertising which although until now has been cancelled there has also been no distribution costs.

Update: The online version of Flitwick Papers does not currently reignite this income stream.

## Detailed Income &amp; Expenditure by Budget Heading 30/11/2020

Month No: 8

## Corporate Services Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>CORPORATE SERVICES</b>								
<b>101 ADMINISTRATION</b>								
1003 PHOTOCOPIES	69	82	500	418			16.3%	
1143 TOWN MAYOR CHARITIES INCOME	0	38	0	(38)			0.0%	
1191 MISC INCOME	0	1,152	0	(1,152)			0.0%	
ADMINISTRATION :- Income	<b>69</b>	<b>1,272</b>	<b>500</b>	<b>(772)</b>			<b>254.3%</b>	<b>0</b>
4001 SALARIES AND WAGES	17,167	135,135	221,775	86,640		86,640	60.9%	
4003 VEHICLE - MILEAGE	0	18	1,000	982		982	1.8%	
4009 HEALTH & SAFETY	0	7,094	500	(6,594)		(6,594)	1418.7%	
4020 POSTAGE	266	277	3,000	2,723		2,723	9.2%	
4021 PRINTING/STATIONERY	242	2,960	5,000	2,040		2,040	59.2%	
4022 PHOTOCOPIER CONTRACT	0	3,803	7,750	3,947		3,947	49.1%	
4023 TELEPHONES	1,828	9,017	6,800	(2,217)		(2,217)	132.6%	
4024 INFORMATION PACKAGES	0	0	200	200		200	0.0%	
4025 OFFICE & IT EQUIPMENT	11	3,782	3,000	(782)		(782)	126.1%	
4026 EQUIP.MAINTENANCE	0	0	500	500		500	0.0%	
4028 ADVERTISING	0	180	500	320		320	36.0%	
4031 MEETING REFRESHMENTS	0	0	200	200		200	0.0%	
4033 RECRUITMENT COSTS	0	0	1,000	1,000		1,000	0.0%	
4040 IT SUPPORT	2,075	14,672	17,000	2,328		2,328	86.3%	
4056 SUBSCRIPTIONS/ LICENCES	0	2,259	3,620	1,362		1,362	62.4%	
4059 SUNDRIES	4	66	250	184		184	26.5%	
4146 BUSINESS CONTINUITY	252	2,452	2,750	298		298	89.1%	
ADMINISTRATION :- Indirect Expenditure	<b>21,845</b>	<b>181,713</b>	<b>274,845</b>	<b>93,132</b>	<b>0</b>	<b>93,132</b>	<b>66.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(21,776)</b>	<b>(180,442)</b>	<b>(274,345)</b>	<b>(93,903)</b>				
<b>102 CIVIC EXPENSES</b>								
1143 TOWN MAYOR CHARITIES INCOME	0	39	0	(39)			0.0%	
CIVIC EXPENSES :- Income	<b>0</b>	<b>39</b>	<b>0</b>	<b>(39)</b>				<b>0</b>
4021 PRINTING/STATIONERY	0	0	100	100		100	0.0%	
4025 OFFICE & IT EQUIPMENT	0	75	100	25		25	74.6%	
4035 REGALIA FUND	0	0	400	400		400	0.0%	
4143 TOWN MAYOR CHARITIES COSTS	30	(481)	0	481		481	0.0%	
4210 TOWN MAYOR ALLOWANCE	0	20	2,000	1,980		1,980	1.0%	
4501 HONORARY CITIZENS	0	0	200	200		200	0.0%	
4502 ELECTIONS/BI-ELECT.	0	0	2,000	2,000		2,000	0.0%	
4990 Transfer from EMR	0	(6,014)	0	6,014		6,014	0.0%	
CIVIC EXPENSES :- Indirect Expenditure	<b>30</b>	<b>(6,400)</b>	<b>4,800</b>	<b>11,200</b>	<b>0</b>	<b>11,200</b>	<b>(133.3%)</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(30)</b>	<b>6,439</b>	<b>(4,800)</b>	<b>(11,239)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 30/11/2020

Month No: 8

## Corporate Services Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>103 COMMUNICATIONS</b>								
1001 NEWSLETTER ADVERTISING	0	0	5,000	5,000			0.0%	
COMMUNICATIONS :- Income	<b>0</b>	<b>0</b>	<b>5,000</b>	<b>5,000</b>			<b>0.0%</b>	<b>0</b>
4045 NEWSLETTER DISTRIBUTION	0	0	6,500	6,500		6,500	0.0%	
4046 WEBSITE	3,203	3,203	2,000	(1,203)		(1,203)	160.1%	
4050 PRINTING CONTRACT NEWSLETTER	0	0	13,200	13,200		13,200	0.0%	
COMMUNICATIONS :- Indirect Expenditure	<b>3,203</b>	<b>3,203</b>	<b>21,700</b>	<b>18,498</b>	<b>0</b>	<b>18,498</b>	<b>14.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(3,203)</b>	<b>(3,203)</b>	<b>(16,700)</b>	<b>(13,498)</b>				
<b>110 PROJECTS</b>								
4067 NEW BURIAL GROUND	5,050	7,435	0	(7,435)		(7,435)	0.0%	
4135 COMMUNITY PROJECTS/SPIRIT	0	150	5,000	4,850		4,850	3.0%	
4212 COUNTRY PARK	5,050	5,050	0	(5,050)		(5,050)	0.0%	
4214 MARKET TOWNS	0	1,910	0	(1,910)		(1,910)	0.0%	
5013 Trs to Rolling Capital Fund	0	0	10,000	10,000		10,000	0.0%	
PROJECTS :- Indirect Expenditure	<b>10,100</b>	<b>14,545</b>	<b>15,000</b>	<b>455</b>	<b>0</b>	<b>455</b>	<b>97.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(10,100)</b>	<b>(14,545)</b>	<b>(15,000)</b>	<b>(455)</b>				
<b>111 NON SERVICES</b>								
1176 PRECEPT RECEIVED	0	854,243	854,243	0			100.0%	
1190 INTEREST RECEIVED	0	1,716	1,500	(216)			114.4%	
NON SERVICES :- Income	<b>0</b>	<b>855,959</b>	<b>855,743</b>	<b>(216)</b>			<b>100.0%</b>	<b>0</b>
<b>Net Income</b>	<b>0</b>	<b>855,959</b>	<b>855,743</b>	<b>(216)</b>				
CORPORATE SERVICES :- Income	<b>69</b>	<b>857,270</b>	<b>861,243</b>	<b>3,973</b>			<b>99.5%</b>	
Expenditure	<b>35,177</b>	<b>193,061</b>	<b>316,345</b>	<b>123,284</b>	<b>0</b>	<b>123,284</b>	<b>61.0%</b>	
<b>Movement to/(from) Gen Reserve</b>	<b>(35,108)</b>	<b>664,209</b>						
Grand Totals:- Income	<b>69</b>	<b>857,270</b>	<b>861,243</b>	<b>3,973</b>			<b>99.5%</b>	
Expenditure	<b>35,177</b>	<b>193,061</b>	<b>316,345</b>	<b>123,284</b>	<b>0</b>	<b>123,284</b>	<b>61.0%</b>	
<b>Net Income over Expenditure</b>	<b>(35,108)</b>	<b>664,209</b>	<b>544,898</b>	<b>(119,311)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>(35,108)</b>	<b>664,209</b>						

**Health & Safety Report**  
**Minutes of the Health & Safety Panel Meeting held on 8.12.20**

**Present:**        **Jon Barkat        Stacie Lockey        Darren Bushby        Robert Barden        Cllr Dodds**

**1) RUFUS CENTRE**

**Carpeting in Office area** – the reception refurbishment has been started and the new carpet will be part of these works.

**2) TRACTOR STORE**

**Seed Box** – JB had met with the FGA on several occasions to ensure all correct health and safety procedures were in place. There were only a couple of items outstanding.

**3) GENERAL**

**Memorial Management** – The Groundsteam attended a one-day memorial management training course and were due to start testing memorials over the coming winter months.

**Action DB**

**Pat Testing** – Online training for the CSA's and Groundsteam would take place early January.

**Action JB/DB/RB**

**Health & Safety Training** – A training matrix and pathway for all staff had been completed. JB had delivered general Health & Safety Awareness training for most of the staff. The remaining staff would complete this training in the new year.

**Action JB**

**Fire Risk Assessments** – reports from the Fire Risk assessments had been received and all actions complete.

**COVID – 19 Update** – JB advised that we were continuing to follow government guidance and all control measures were in place.

**Annual Visit -Ellis Whittam** – the report from the annual visit had been received, JB/SL were currently working through the actions. These should all be completed by the end of the year.

**Action SL/JB**

**Fire Drill** – a fire evacuation drill had been completed with no concerns.

**Noise & HAV Assessment** – to comply with health and safety legislation, this assessment of occupational exposure to hand-arm vibration and noise of the grounds maintenance facilities had been completed. Members of the groundsteam have been supplied a copy of the assessment.

**4) DATE & TIME OF NEXT MEETING**

To be confirmed.



## TERMS OF REFERENCE PERSONNEL COMMITTEE

Approved by Council: 2020 [Review Date:]

### 5 Members of the Authority

Quorum = 3

Meetings: Meetings will take place at least Bimonthly

All non-committee members may attend meetings of the Committee except for confidential items or matters relating to grievance or discipline and speak at the Chairman's discretion but are unable to vote.

Function of Committee Column 1	Delegation of Functions Column 2
1. All delegated functions as set out in the Terms of Reference and Delegation of Council.	Committee,
2 To recommend to Council the overall Staffing structure and approval of additional posts.	None - Final approval remains with Council
3 To agree the pay and conditions of staff	<ul style="list-style-type: none"><li>- Town Clerk reserved for Council</li><li>- All other staff to Committee including payment of honoraria providing within agreed budget.</li></ul>
4 Approval of personnel policies & Employee Handbook	<ul style="list-style-type: none"><li>- Committee, including discretionary provisions of National Joint Agreement.</li></ul>
5 Appointment of Staff	<ul style="list-style-type: none"><li>- Recommend appointment of new <u>Town Clerk</u> to be endorsed by Council</li><li>Selection of long list by Town Clerk with personnel assistance if appropriate</li><li>Selection of final short List-Chairman &amp; D Chairman + Mayor &amp; Deputy Mayor</li><li>Final Interview-Committee + Mayor</li><li>• Appointment of other Staff Scale Point 28 and above to Town Clerk in consultation with 2 members of Committee.</li><li>• Appointment of Staff below Scale Point 28 to Town Clerk.</li><li>• Town Clerk for casual staff and temporary appointments to approved positions below Scale Point 2</li><li>• Decision on whether to fill vacant positions is delegated to Town Clerk</li><li>• Decision on recruitment of contract staff or interim contract staff to Committee</li></ul>
6 Disciplinary matters under the Council's Disciplinary Procedure.	<ul style="list-style-type: none"><li>• Town Clerk with appeal to Personnel Committee</li><li>• Personnel Committee in the case of the Town Clerk</li></ul>



		with appeal to 3 members of Council who are not on Personnel Committee.
7	Determination of individual grading issues and job evaluation.	<ul style="list-style-type: none"> <li>Dismissal of Town Clerk to be ratified by Council</li> <li>Committee, except Town Clerk reserved to Council</li> </ul>
8	Issues relating to the Local Government Pension Scheme as it affects individual employees and administration of retirement.	<ul style="list-style-type: none"> <li>Committee (Council in case of Town Clerk)</li> <li>Administration of retirement in cases of permanent ill health, after appropriate medical advice via Bedfordshire Local Government Pensions</li> <li>Pensions Discretions Policies to Committee</li> </ul>
9	Approval of job descriptions & person specifications.	<ul style="list-style-type: none"> <li>Committee</li> </ul>
10	Absence issues under the Council's Attendance Management Guidelines.	<ul style="list-style-type: none"> <li>Town Clerk except Committee in the case of Town Clerk</li> </ul>
11	Appeals Procedure.	<ul style="list-style-type: none"> <li>Town Clerk except Committee in the case of an appeal against decision of Town Clerk</li> <li>In case of appeal against decision of Committee, to Appeals Committee.</li> </ul>
12	To place staff at the disposal of other local authorities for the purpose of joint arrangements or Partnership working.	<ul style="list-style-type: none"> <li>Council</li> </ul>
13	Competence Procedure.	<ul style="list-style-type: none"> <li>Town Clerk except Committee in the case of Town Clerk</li> </ul>
14	Issue of Contracts of Employment.	<ul style="list-style-type: none"> <li>Town Clerk except Committee in the case of Town Clerk</li> <li>Model Contract approved by Committee</li> </ul>
15	Redundancy & Redeployment.	<ul style="list-style-type: none"> <li>Committee</li> </ul>
16	Monitoring Equalities Policy in relation to employment.	<ul style="list-style-type: none"> <li>Committee</li> </ul>
17	Approval of Officer Codes of Conduct & Councillor-Officer Protocol.	<ul style="list-style-type: none"> <li>Council</li> </ul>
18	Health & Safety.	<ul style="list-style-type: none"> <li>Committee for approval of Policy other than General Statement &amp; Organisation which are reserved for Council</li> <li>Committee to oversee responsibilities for Council within budget and policy</li> <li>Town Clerk for routine management</li> </ul>
19	Grievance Procedure.	<ul style="list-style-type: none"> <li>Town Clerk except Committee in the case of Town Clerk</li> </ul>
20	Administration of other Personnel procedures.	<ul style="list-style-type: none"> <li>Town Clerk except Committee in the case of Town Clerk</li> </ul>
21	Employee Development Review and assessment at end of Probationary period.	<ul style="list-style-type: none"> <li>Town Clerk for all staff, often delegated to direct manager. Mayor, Personnel Chairman &amp; one another Member of Committee for Town Clerk</li> </ul>

22	Training & Development Plan for staff.	<ul style="list-style-type: none"> <li>• Town Clerk</li> </ul>
23	To administer the Volunteers Policy.	<ul style="list-style-type: none"> <li>• Town Clerk to administer</li> <li>• Committee to monitor &amp; recommend to Council</li> </ul>
24	To administer the Child & Vulnerable Adult Policy.	<ul style="list-style-type: none"> <li>• Town Clerk to administer</li> <li>• Committee to monitor &amp; recommend to Council</li> </ul>
25	To administer the Council's Equality Policy.	<ul style="list-style-type: none"> <li>• Town Clerk to administer for employees, services, volunteers and democratic processes</li> <li>• Committee to monitor &amp; recommend to Council</li> </ul>



## TERMS OF REFERENCE - COUNCIL

Approved by Council: 2020 [Review Date: XXXX]

17 Members of the Authority

Quorum = 5

**Meetings:** Meetings are held monthly except for August; the Annual Statutory meeting is held in May along with the Annual Town meeting.

The Town Council has full authority for all functions, duties and responsibility, but may delegate certain decisions to a committee, sub-committee or to an officer. It cannot legally delegate such decisions to an individual Councillor. Certain decisions are reserved to Council either by legislation or the choice of the Council.

Function of Council Column 1	Delegation of Functions Column 2
<b>General Governance</b>	
1. Adoption and amendment of any strategies and policies.	None generally - but to receive advice from Business Services Committee as appropriate. - Personnel policies delegated to Personnel Committee
2. Comments on Central Bedfordshire Council's Strategic Plans or strategies.	None
3. Comments on the strategic plans or strategies of other public sector bodies.	- To individual committees within their terms of reference
4. Endorsement of Neighbourhood Plan or strategic documents produced by the community or partner organisations.	None
5. Liaising with the Police and other outside bodies on matters pertaining to the Town.	- To individual committees as set out in their delegation, otherwise reserved for Council
6. Approval of a Neighbourhood Plan	- Production of Neighbourhood Plan, delegated to Planning
7. Adopting and changing the Business Plan, Standing Orders, Standing Orders for Contracts or Financial Regulations	- Financial Regulations review, delegated to Business Services
8. Approving of annual budget, Precept, and Medium-Term Financial Strategy	None
9. Any delegated decision which may mean a breach of Council Policy or Budget outside virement rules	None
10. Election of the Mayor, appointment of Deputy Mayor, and appointment of Chairmen of committees, established by Council.	None
11. Agreeing and/or amending the Terms of Reference for Committees, deciding on their composition and making appointments to them.	None

12.	Appointment of Members or Officers to outside bodies.	- To individual Committees within their terms of reference
13.	Adopting an allowance scheme for Mayor or other members.	None
14.	Changing the name of the Town Council.	None
15.	Deciding on honorary titles or awards	None
16.	Making, amending, revoking, re-enacting or adopting Bylaws.	None
17.	To represent the view of the local community on matters of significance.	None
18.	Power to make payments or provide other benefits in cases of fault or Maladministration.	- Appeals Committee up to the value of £500 - Town Clerk up to £200
19.	Appeals against any decision made on behalf of the Authority.	- Appeals Committee
20.	Decisions on issues relating to Data Protection, Access to Information.  Freedom of Information & Human Rights.	- Town Clerk to renew Data Protection Registration and make amendments as necessary. To respond to routine requests for information
21.	To monitor and control the Council's Ethical Framework.	- Proper Officer to give up date reminder annually necessary for
22.	To institute or defend legal proceedings including proceedings for an injunction, to authorise the carrying out of works in default of a notice, and to lodge an appeal against any Court decision.	None generally - In cases of urgency, the Town Clerk in consultation with two of: The Mayor, Deputy Mayor, or committee chairman
23.	1. All powers of the Council in the case of a civil emergency.  2. All powers of the Council in the case of urgency.	- The Town Clerk in consultation with two of: The Mayor, Deputy Mayor, or committee chairman  - The Town Clerk in consultation with two of: the Mayor, Deputy Mayor, or committee chairman, subject to reporting justification to the next Council meeting
24.	Election issues and filling of vacancies.	None
25.	Power to direct as to the Custody of Town documents.	None
26.	All duties of the Proper Officer under legislation, Standing Orders, Financial Regulations or Standing Orders for Contracts including issue of notifications and signing documents.	- Town Clerk
27.	All duties of the Responsible Financial Officer under legislation, Standing Orders, Financial Regulations or Standing Orders for Contracts including issue of notifications and signing documents.	- Town Clerk
28.	Nomination for attendance at conference.	None
29.	To do anything calculated to facilitate or conducive or incidental to the discharge of any function.	- Council unless specifically delegated

30. Adoption of General Power of Competence.	None
<b>Personnel Issues</b>	
31. To direct which post holders will be designated Proper Officer to the Council and Responsible Financial Officer.	None – but on recommendation of Personnel Committee
32. To determine the overall Staffing structure and approval of additional posts.	None
33. Confirming the appointment of the Town Clerk.	<ul style="list-style-type: none"> <li>Interviewing for, subject to confirmation by Council is delegated to Personnel Committee.</li> </ul>
34. Other Personnel matters.	<ul style="list-style-type: none"> <li>As set out in Terms of Reference for Personnel Committee</li> </ul>
35. Health & Safety Policy- General Statement & Organisation.	None <ul style="list-style-type: none"> <li>Arrangements to Committees</li> </ul>
<b>Quality &amp; Integrated Management</b>	
36. Matters relating to Quality systems and Quality Town accreditation.	<ul style="list-style-type: none"> <li>Business Services to make decisions on process.</li> </ul>
37. Administration of the Complaints Procedure.	<ul style="list-style-type: none"> <li>As set out in Complaints Procedure</li> </ul>
38. Authorisation of Payment of accounts.	<ul style="list-style-type: none"> <li>Council/Business Services Committee/Town Clerk in accordance with Financial Regulations</li> </ul>
39. Approval of Annual Return & Statement of Accounts.	None
40. Approval of Banking Arrangements & choosing insurer.	None
41. Approval of Orders for work, goods or services.	<ul style="list-style-type: none"> <li>Council/Business Services Committee/Town Clerk in accordance with Financial Regulations</li> </ul>
42. Audit arrangements.	<ul style="list-style-type: none"> <li>Town Clerk/ RFO to manage in accordance with Financial Regulations</li> <li>Council to consider and respond to annual external audit report &amp; internal audit reports.</li> <li>None but Business Services Committee to advise</li> <li>Council to review internal audit procedures annually and appoint external auditor</li> </ul>
43. Power to accept gifts, Local Government Act 1972, S139.	None
44. Power to participate in schemes of collective investment, Trustees Investments Act 1962, S11.	None
<b>Powers of all Committees</b>	
45. To undertake all functions delegated to them by Council. They may choose, because of uncertainty as to whether a function is delegated, or because of the sensitivity, controversy or seriousness of a matter, decide not to use the delegated power.	<ul style="list-style-type: none"> <li>Committees</li> </ul>

46. To make spending and income recommendations to Council during the Budget process.	<ul style="list-style-type: none"> <li>Committees</li> </ul>
47. To arrange extra meetings	<ul style="list-style-type: none"> <li>Committee or Town Clerk in consultation with Chairman or Vice Chairman</li> </ul>
48. To monitor actions on minutes of the Committee.	<ul style="list-style-type: none"> <li>Committee</li> </ul>
49. To manage services for which they are responsible within an approved budget & policy.	<ul style="list-style-type: none"> <li>Committee</li> </ul>
50. To authorise spending/ issue works orders within budgets delegated to a committee	<ul style="list-style-type: none"> <li>Committee</li> <li>For capital projects, an application is made to Council to access the rolling Capital Fund</li> </ul>
<b>Land</b>	
51. Power to acquire by agreement, to appropriate, to dispose of, Local Government Act 1972, S124, 126, 127.	None
52. Power to accept gifts of land, Local Government Act 1972, S139.	None
53. Power to acquire land for open spaces, Public Health Act 1875, S164; Open Spaces Act 1906, S9 &10.	- None for acquisition
<b>Delegated Services</b>	
54. To take on services from other local authorities or public bodies (LGA 1972, Sec 101, 111 & 112 or Localism Act 2011).	None
55. To undertake services for another local authority or public body.	None
<b>Planning and Development Control</b>	
56. To make observations on all Principal Council Planning Applications; listed building applications; Conservation area consents; Certificates of Existing or Proposed Lawful Use or Development; Display of Advertisement Regulations; and development involving telecommunications, including prior notification determinations.	<ul style="list-style-type: none"> <li>-Planning Committee</li> <li>Town Clerk after consultation with Members, if there is not time for reference to Planning Committee, subject to reporting the matter to the next meeting.</li> </ul>
57. Referring any Planning enforcement issue to the principal Council.	<ul style="list-style-type: none"> <li>Town Clerk</li> </ul>
58. To make observations on all planning aspects and licensing aspects of waste applications or mineral applications.	<ul style="list-style-type: none"> <li>- Planning Committee</li> <li>Town Clerk after consultation with Members, if there is not time for reference to Planning Committee, subject to reporting the matter to the next meeting</li> </ul>
59. To comment on Tree Preservation applications or the making of Orders.	<ul style="list-style-type: none"> <li>- Planning Committee</li> <li>Town Clerk after consultation with Members, if there is not time for reference to Planning Committee, subject to reporting the matter to the next meeting</li> </ul>
60. To make observations on Planning consultation documents from the Principal Council or other bodies.	<ul style="list-style-type: none"> <li>- Planning Committee</li> </ul>
61. To make observations at the time of planning appeals and to	None generally – to accept advice of the Planning Committee

authorise witnesses on behalf of the Council.	
62. To make observations on Hazardous Substance applications.	Planning Committee
63. Making observations on applications for amendments to planning and other related consents previously granted by any authority or making observations on applications for the discharge of conditions in respect of planning permissions and other related consents issued by the Principal Council.	Planning Committee
64. Making observations on applications and other actions in relation to hedge rows.	Planning Committee with advice from Community Committee
65. Making observations on applications and other matters under the Licensing legislation.	<ul style="list-style-type: none"> <li>Town Clerk after consultation with Members, if there is not time for reference to Council, subject to reporting the matter to the next meeting.</li> <li>- Planning Committee</li> <li>Town Clerk after consultation with Members, if there is not time for reference to Council, subject to reporting the matter to the next meeting.</li> </ul>
66. Making observations on Street naming or numbering.	- Planning Committee
67. Making observations on highway or transportation consultations.	- Planning Committee
68. Consent for ending maintenance at public expense or stopping up or diversion of highway.	- Planning and Community Committees
69. Power to complain to Highway authority as to unlawful stopping up or obstruction of highway or unlawful encroachment on roadside land.	- Planning and Community Committees
70. Making observations on any matter relating to gaming or gambling.	- Planning Committee
71. To liaise with the Principal Council on any matter relating to building control.	- Planning Committee
72. To monitor proposals from developers under Section 106 Agreements or Community Infrastructure Levy.	- Council and Committees
73. To request a Central Bedfordshire councillor to "call in" applications to be determined by the Development Control Committee.	- Planning Committee
74. To undertake the Council's role in the making, review or management of conservation areas.	- Community Committee
<b>Housing</b>	
75. To lobby for sufficient affordable housing and an adequate range of housing types for the Town.	None – with advice from Planning Committee.
76. To support home safety initiatives in the town.	None

<b>Emergency Planning</b>  77. To prepare an Emergency Plan for the Town which supports that of Central Bedfordshire and the Bedfordshire Local Resilience Forum.	<ul style="list-style-type: none"> <li>• Approval by Council</li> <li>• Operational management to Town Clerk</li> </ul> <p>See also Emergency powers under 23. Above</p>
<b>Young People</b>  78. Support public and community services and facilities for the young and support young people in their communities.  79. Co-ordinate the involvement of young people in decision making and potentially a Youth Committee.	<p>None – with advice from Community Committee</p> <p>-Community Services Committee</p>
<b>Community Engagement</b>  80. To promote the social wellbeing of the Town  81. To facilitate and support local community and voluntary organisations.  82. To support CAB for the Town, Local Government Act 1972, s 142.  83. To promote social inclusion within communities.  84. To promote Fair Trade in the Town.	<p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p>





## TERMS OF REFERENCE CORPORATE SERVICES COMMITTEE

Approved by Council: ----- 2020 [Review Date:]

6 Members of the Authority		<b>Quorum = 3</b>
<b>Meetings:</b> Meetings will take place at least bimonthly		
All non-committee members may attend meetings of the Committee except for confidential items or matters relating to grievance or discipline and speak at the Chairman's discretion but are unable to vote.		
Function of Committee Column 1	Delegation of Functions Column 2	
1. All delegated functions as set out in the Terms of Reference and Delegation of Council	<ul style="list-style-type: none"> <li>• Committee</li> </ul>	
<b>2. Resources</b>		
2.1 To oversee Business Continuity of the Council.	<ul style="list-style-type: none"> <li>• Committee for strategic overview</li> <li>• Strategic advice by Town Clerk</li> </ul>	
<b>3. Policy</b>	To advise Council on the formulation and amendment of policies and procedures; Member Officer Protocol, Code of Conduct.	
3.1 To advise on the financial implications of proposed new policies or development of existing policies.	<ul style="list-style-type: none"> <li>• Committee</li> </ul>	
<b>4. Finance.</b> To be responsible for the management and control of Projects for completion and before they are moved to the relevant Committee.	<ul style="list-style-type: none"> <li>• Committee for strategic overview</li> <li>• RFO &amp; Town Clerk in accordance with Financial Regulations and for operational management</li> </ul>	
4.1 To issue orders for work, goods & services.	<ul style="list-style-type: none"> <li>• Committee/ RFO in accordance with Financial Regulations</li> </ul>	
4.2 To make recommendations to Business Services on Precept requirements.	<ul style="list-style-type: none"> <li>• Committee</li> </ul>	
4.3 To authorise all leasing arrangements for the acquisition Of vehicles, plant and equipment within approved budget.	<ul style="list-style-type: none"> <li>• Committee/Town Clerk in accordance with Financial Regulations</li> </ul>	
4.4 To supervise the Council's insurance arrangements.	<ul style="list-style-type: none"> <li>• Town Clerk for renewal &amp; operational matters and minor changes in cover.</li> <li>• Committee for tendering &amp; significant changes of cover raising premium by more than 15%</li> </ul>	
<b>5. Grants</b> Section 106 and grants from external Sources, relating to the Committees function	<ul style="list-style-type: none"> <li>• Committee, Town Clerk &amp; RFO as set out in Financial Regulations</li> </ul>	
<b>6. Quality &amp; Integrated management System</b>		
To promote efficiency, value for money and an integrated approach to management.	<ul style="list-style-type: none"> <li>• Operational management &amp; approval of operational procedures to Town Clerk</li> </ul>	
6.1 To oversee the formal administration of any adopted integrated management systems, risk management and quality self-assessment programmes	<ul style="list-style-type: none"> <li>• Overview to Committee</li> <li>• Operational management to Town Clerk</li> </ul>	

6.2 To promote customer care and equality in service delivery and access.	<ul style="list-style-type: none"> <li>• Strategic overview to Committee</li> <li>• Operational management to Town Clerk</li> </ul>
<b>7. Performance &amp; Business Management</b>	
7.1 To be responsible for monitoring the performance of the Council.	<ul style="list-style-type: none"> <li>• Operational management to Town Clerk</li> <li>• Strategic overview to Committee</li> </ul>
7.2 To monitor the progress of the Capital Programme	<ul style="list-style-type: none"> <li>• Committee</li> </ul>
7.3 Approval of Corporate Business Plan.	<ul style="list-style-type: none"> <li>• Committee</li> <li>• Town Clerk to determine underlying Action &amp; Project Plans</li> </ul>
<b>8. Communications / Public Relations and Marketing</b>	
8.1 To co-ordinate and promote access to Council services and public information and to advise Council on a Communications & Marketing Strategy.	<ul style="list-style-type: none"> <li>• Strategic overview to Committee</li> <li>• Operational management to Town Clerk</li> </ul>
8.2 To promote the public face of the Council through the management of public and media relations.	<ul style="list-style-type: none"> <li>• Strategic overview to Committee</li> <li>• Operational management to Town Clerk</li> </ul>
8.3 To promote implementation of the Council's policies in respect of corporate marketing and communication.	<ul style="list-style-type: none"> <li>• Strategic overview to Committee</li> <li>• Operational management to Town Clerk</li> </ul>
8.4 To advise Council on adoption of a publicity Code and Information & Data Protection Policy	<ul style="list-style-type: none"> <li>• Strategic overview to Committee</li> <li>• Operational management to Town Clerk</li> </ul>
<b>9. Information Technology Services</b>	
9.1 Amendments & updates to layout of Web Site.	<ul style="list-style-type: none"> <li>• Town Clerk for updates &amp; layout</li> <li>• Committee for new websites &amp; contracts within budget</li> </ul>



## TERMS OF REFERENCE COMMUNITY SERVICES COMMITTEE

**Approved by Council: 2020**

Members of the Authority 8

**Quorum = 3**

**Meetings:** Meetings will take place at least bimonthly

All non-committee members may attend meetings of the Committee except for confidential items or matters relating to grievance or discipline and speak at the Chairman's discretion but are unable to vote.

Where operational management is delegated to the Town Clerk, the Town Clerk can delegate to direct Managers.

Function of Committee Column 1	Delegation of Functions Column 2
<b>1. All delegated functions as set out in the Terms of Reference and Delegation of Council</b>	Committee
<b>2. Asset Management</b>	
2.1 Maintenance of the Asset Register under the committee's remit.	<ul style="list-style-type: none"> <li>Town Clerk (Chairman to verify annually)</li> </ul>
2.2 Provision & management, land, and relevant fixtures and fittings	<ul style="list-style-type: none"> <li>Strategic overview to Committee</li> <li>Operational management to Town Clerk</li> </ul>
2.3 Provision of common pasture	<ul style="list-style-type: none"> <li>Strategic overview to Committee</li> <li>Operational management to Town Clerk</li> </ul>
2.4 Responsibility for energy conservation and disabled access	<ul style="list-style-type: none"> <li>Strategic overview to Committee</li> <li>Operational management to Town Clerk</li> </ul>
2.5 Management, repair & maintenance, leasing & licensing of Council land & buildings under the committee's remit	<ul style="list-style-type: none"> <li>Strategic overview to Committee</li> <li>Operational management to Town Clerk</li> </ul>
<b>3. Allotments</b>	
3.1 Management of the Council's Allotments including tenancy agreements, rents, infrastructure, any wildflower meadows and the leases relating to.	<ul style="list-style-type: none"> <li>Strategic overview to Committee</li> <li>Operational management to Town Clerk</li> </ul>
<b>3.2</b> To provide allotments, improve land and let rights under S 23, 26, & 42 of the Small Holding & Allotments Act 1908.	<ul style="list-style-type: none"> <li>Strategic overview to Committee</li> <li>Operational management to Town Clerk</li> </ul>
<b>4. Burial Facilities</b>	
<b>4.1</b> Power to acquire, provide & maintain. Power to agree to maintain monuments & Memorials, Open Spaces Act 1906, Sec 9&10; Local Government Act 1972, S214; Parish Councils & Burial Authorities (Miscellaneous Provisions) Act 1970, S1. Regular inspection of memorials.  Memorials, internments and associated regulations.  Maintenance & management of buildings, equipment, fences, walls, pathways & roadways, trees, hedges and Shrubs.	<ul style="list-style-type: none"> <li>Acquisition &amp; provision reserved for Council</li> <li>Operational management to Town Clerk</li> <li>Strategic overview to Committee within budget &amp; Policy</li> </ul>
4.2 Power to contribute towards expenses of cemeteries, Local Government Act 1972, S214.	<ul style="list-style-type: none"> <li>Committee within budget</li> </ul>
4.3 Powers for maintenance of closed church yards, Local Government Act 1972, S215.	<ul style="list-style-type: none"> <li>Operational management to Town Clerk</li> <li>Strategic overview to Committee within budget &amp; policy</li> </ul>
4.4 Power to provide Mortuaries, Public Health Act 1936,	<ul style="list-style-type: none"> <li>Strategic overview to Committee</li> </ul>

S198	<ul style="list-style-type: none"> <li>Operational management to Town Clerk</li> </ul>
4.5 Maintenance of the grounds of Church Road Cemetery, flower beds, trees, path and roads.	<ul style="list-style-type: none"> <li>Strategic overview to Committee</li> <li>Operational management to Town Clerk</li> </ul>

<b>5. Public Buildings</b>	
5.1 Power to provide and equip community buildings, Local Government Act 1972, s 133.	<ul style="list-style-type: none"> <li>Strategic management including hiring within Policy &amp; Budget to Committee</li> <li>Operational management within Policy &amp; Budget to Town Clerk</li> </ul>
5.2 Power to provide & equip community, hubs, changing rooms & centres for use of clubs having athletic, social or recreational objectives, Local Government (Miscellaneous Provisions) Act 1976 S19.	<ul style="list-style-type: none"> <li>Strategic management of Council work depots, lease relating to, vehicles, equipment and tools within Policy &amp; Budget to Committee</li> </ul>
<b>6 Leisure &amp; Recreation</b>	
6.1 Power to maintain land for open spaces, Public Health Act 1875, S164; Open Spaces Act 1906, S9 &10.	<ul style="list-style-type: none"> <li>Committee for strategic overview of all sports and recreation areas, equipment, buildings, fences, hiring and associated leases.</li> <li>Town Clerk for operational management</li> </ul>
6.2 Power to acquire land for or to provide recreation grounds, public walks, parks, country parks, pleasure grounds and to manage and control them. Power to provide gymnasiums, playing fields, & boating pools; Local Government Act 1972, Sch 14; Public Health Acts Amendment Act 1890, S44, Local government (Miscellaneous Provisions) Act S19; Public Health Act 1961, s54.	<ul style="list-style-type: none"> <li>Acquisition to Council</li> <li>Strategic Management &amp; development, including flower beds, hanging baskets, planters, trees, hedges cleanliness of sites and seats to Committee within budget &amp; policy</li> <li>Town Clerk for operational management</li> <li>Approval of grounds maintenance contracts to Council</li> </ul>
6.3 Management & enhancement of Play areas	<ul style="list-style-type: none"> <li>Strategic Management &amp; development, including equipment, buildings fences, hirings and related leases to Committee within budget &amp; policy</li> <li>Town Clerk for Operational management.</li> </ul>
<b>7 Entertainment &amp; the Arts</b>	
7.1 Power to provide entertainment and support of the arts, Local Government Act 1972, S145	<ul style="list-style-type: none"> <li>Strategic Management to Committee for land or buildings within their remit, within budget &amp; policy</li> <li>Town Clerk for Operational management.</li> </ul>

NB. Any financial, operational or managerial action delegated to the Town Clerk may in his/her absence be undertaken by the Deputy Town Clerk, if the matter cannot wait until the Town Clerk returns



## APPEALS COMMITTEE

Approved by Council: 2020 [Review Date:]

5 Members of the Authority

Quorum = 3

**Meetings:** Meetings will take place as and when required.

Non-committee members may not attend meetings of the Committee.

The Committee are responsible for:

- Considering and deciding whether individual appeals have established grounds for appeal according to the disciplinary or grievance procedures.
- To gather further evidence at appeal committee hearings and to decide, on the basis of that information, whether an appeal should be upheld or rejected.

**Other responsibilities:**

- Liaising with the Unitary Authority on matters pertaining to the Committee.
- Liaising with the police and other outside bodies on matters pertaining to the Committee.

Function of Committee Column 1	Delegation of Functions Column 2
1. To determine whether any appeal made by a member of staff under any of the Council's personnel policies are valid.	<ul style="list-style-type: none"><li>• Committee,</li></ul>
2. To hold appeal hearings under the Disciplinary, Grievance, Competence, Redundancy and Redeployment Policies	<ul style="list-style-type: none"><li>• Committee to determine the appeal under the appropriate procedure. (NB. Any Councillor who has previously been involved in the Procedure prior to the appeal may not sit on the Appeal hearing.)</li><li>• Only Council may uphold a decision to dismiss the Town Clerk</li></ul>
3. To determine any appeals under the Council's Complaint Procedure which is delegated to it.	<ul style="list-style-type: none"><li>• Committee to determine the appeal under the Procedure. (NB. Any Councillor who has previously been involved in the Procedure prior to the appeal may not sit on the Appeal hearing.)</li><li>• Committee to make redress up to the value of £500.</li><li>• Town Clerk to make redress up to the value of £200</li></ul>



## TERMS OF REFERENCE BUSINESS SERVICES COMMITTEE

**Approved by Council: ----- 2020 [Review Date:]**

8 Members of the Authority		<b>Quorum = 3</b>
<b>Meetings:</b> Meetings will take place at least bimonthly		
All non-committee members may attend meetings of the Committee except for confidential items or matters relating to grievance or discipline and speak at the Chairman's discretion but are unable to vote.		
Function of Committee Column 1		
1. All delegated functions as set out in the Terms of Reference and Delegation of Council	<ul style="list-style-type: none"> <li>• Committee</li> </ul>	
<b>2. Resources</b>	<ul style="list-style-type: none"> <li>•</li> </ul>	
2.1 To oversee and direct the use of financial and technological resources of the Council.	<ul style="list-style-type: none"> <li>• Operational Management to Responsible Financial Officer (RFO), &amp; other officers in accordance with Financial Regulations.</li> <li>• Strategic advice by Town Clerk</li> <li>• Committee for strategic overview</li> </ul>	
<b>3. Finance</b>		
Under the direction of the Council: -		
3.1 To be responsible for the overall management and control of the finances of the Council.	<ul style="list-style-type: none"> <li>• Committee for strategic overview</li> <li>• RFO &amp; Town Clerk in accordance with Financial Regulations and for operational management</li> </ul>	
3.2 To monitor the Council's capital and revenue budgets.	<ul style="list-style-type: none"> <li>• Committee/ RFO in accordance with Financial Regulations</li> </ul>	
3.3 Approval of variation, overspend, and virement in accordance with Financial regulations	<ul style="list-style-type: none"> <li>• Committee, Town Clerk &amp; RFO as set out in Financial Regulations</li> </ul>	
3.4 To make recommendations to the Council on Budget & Precept requirements.	<ul style="list-style-type: none"> <li>• Committee</li> <li>• Town Clerk/RFO to prepare draft Budget &amp; Budget Report</li> </ul>	
3.5 To advise on the financial implications of proposed new policies or development of existing policies including sources of revenue.	<ul style="list-style-type: none"> <li>• Committee</li> </ul>	
3.6 To advise Council on borrowing policy, investment & treasury management.	<ul style="list-style-type: none"> <li>• Committee</li> </ul>	
3.7 To regularly monitor the performance of all funds invested.	<ul style="list-style-type: none"> <li>• Committee, Town Clerk/RFO</li> </ul>	
3.8 To supervise the Council's insurance arrangements.	<ul style="list-style-type: none"> <li>• Town Clerk for renewal &amp; operational matters and minor changes in cover.</li> <li>• Committee for tendering &amp; significant changes of cover raising premium by more than 15%</li> </ul>	
3.9 To supervise the Council's banking arrangements.	<ul style="list-style-type: none"> <li>• RFO</li> <li>• Authorised signatories to authorise Mandate</li> <li>• Tenders to be at discretion of committee, but change of bank to be ratified by Council</li> </ul>	

3.10	To be responsible for all matters related to the full range of financial and accountancy functions.	<ul style="list-style-type: none"> <li>• Strategic overview to Committee</li> <li>• Operational management to Town Clerk.</li> </ul>
3.11	Approval of all fees and charges.	<ul style="list-style-type: none"> <li>• Committee following advice from appropriate committees</li> </ul>
3.12	To consider reports on outstanding debts due to the Council and to undertake recovery or write off.	<ul style="list-style-type: none"> <li>• Committee in accordance with Financial regulations</li> </ul>
3.13	To issue orders for work, goods & services.	<ul style="list-style-type: none"> <li>• Committee/Town Clerk/ RFO in accordance with Financial Regulations</li> <li>• Other officers as approved Budget holders if set out at the end of this Terms of Reference</li> <li>• Exemption from Financial Regulations or Standing orders for Contracts reserved to Council</li> </ul>
3.14	To approve all security arrangements of the Council in respect of computers and financial issues.	<ul style="list-style-type: none"> <li>• Committee/Town Clerk in accordance with Financial Regulations</li> </ul>
3.15	To authorise investments and debt repayment in accordance with the Council's Policy.	<ul style="list-style-type: none"> <li>• Committee</li> </ul>
3.16	To authorise all leasing arrangements for the acquisition of vehicles, plant and equipment within approved budget.	<ul style="list-style-type: none"> <li>• Committee/Town Clerk in accordance with Financial Regulations</li> </ul>
3.17	To review the Financial Regulations annually and to advise Council.	<ul style="list-style-type: none"> <li>• Committee</li> </ul>
3.18	Rents – To review tenant rents, conference rates and function rates.	<ul style="list-style-type: none"> <li>• Committee</li> </ul>
3.19	Rufus Centre Concessions in accordance with any Policy.	<ul style="list-style-type: none"> <li>• Committee, Town Clerk in consultation with Chairman &amp; Vice Chairman of Committee</li> </ul>
<b>4.</b>	<b>Performance &amp; Business Management</b>	
4.1	To be responsible for monitoring the performance of the Council.	<ul style="list-style-type: none"> <li>• Operational management to Town Clerk</li> <li>• Strategic overview to Committee – Corporate and Business</li> </ul>
4.2	To monitor the progress of the Capital Programme.	<ul style="list-style-type: none"> <li>• Committee</li> </ul>
<b>5.</b>	<b>Audit</b>	
5.1	To ensure that an adequate and effective system of internal control is in place to secure the integrity of finances and to approve the annual internal audit terms of reference.	<ul style="list-style-type: none"> <li>• Committee</li> <li>• Town Clerk to support with operating procedures</li> </ul>
5.2	To receive, approve and action interim audit reports.	<ul style="list-style-type: none"> <li>• Committee generally, Council if change of policy required.</li> <li>• Council to receive external audit report. And final internal audit report</li> </ul>
5.3	To administer and advise Council on matters of Data Protection, Access to Information, Freedom of Information and Transparency.	<ul style="list-style-type: none"> <li>• Strategic overview to Committee</li> <li>• Policies reserved to Council</li> <li>• Operational management to Town Clerk</li> </ul>
<b>6.</b>	<b>Information &amp; Technology</b>	
6.1	To oversee the use of information and other technology in support of the Council's business and service commitments.	<ul style="list-style-type: none"> <li>• Operational Management to Town Clerk</li> <li>• Strategic Overview to Committee &amp; Contracts within approved budget</li> </ul>

# Flitwick Town Council



## Scheme of Delegations

Adopted and approved at the Town Council meeting?



## **FUNCTIONS DELEGATED TO COMMITTEES**

### **1. DELEGATED POWERS - TOWN COUNCIL COMMITTEES**

Members will be advised by the Town Clerk whether a particular item under discussion is within the Committee's delegated powers, if so then the minutes will then record the decision as "**Resolved**".

If the matter is not within the Committee's delegated powers, then the minutes will show the decision as "**Recommended**", and the matter will then be brought to the Council's particular attention by the Chairman of the Committee at the next meeting of the Council. This item can be discussed in full by the Town Council. In any case where a Committee Chairman and Vice Chairman is either unsure whether or not any matter falls within delegated powers, or whether or not any matter should be determined by them, they should refer that matter to the next highest level of decision.

A Committees' delegated power need not always be exercised. Committee Chairs should be mindful that it may better serve the Town Council and be more democratic to have significant decisions considered by the full Town Council, especially when considering matters that are strategic in nature, or could cause controversy.

**It is Unlawful to delegate powers to any individual Councillor, including Committee Chairs and Vice Chairs.**

2. Town Council
3. Planning Committee
4. Business Services
5. Corporate Services
6. Community Services
7. Personnel
8. Appeals

## **2. Town Council**

The Town Council can take **all decisions**, or it may appoint one or more Committees or sub Committees for the purposes of discharging its functions. The Council may also delegate some of its functions to officers of the Council.

The following matters are reserved to the Council for decision, notwithstanding that the appropriate Committees may make recommendations thereon for the Councils consideration.

- Resolving actions incurring expenditure.
- Setting the Precept
- Borrowing Money
- Approval of the Councils Annual Accounts and completion of the Annual Return.
- Making and amending, Standing Orders, Financial Regulations or this Scheme of Delegation.
- Making, amending or revoking by laws.
- Making of orders under any statutory powers.
- Deal with matters of principle or policy.
- Nominate and appoint representatives of the Council to any other authority, organisation or body.
- To conduct a half yearly appraisal of the budgets based on September figures.
- To receive estimates of expenditure in for the forthcoming financial year from other Committees of the Council, to set a recommendation for the Precept for approval at the January Council meeting.
- To request the agreed Precept amount from Central Bedfordshire Council, or their successors.
- To review the internal audit procedures annually and to appoint an Internal Auditor.
- To form Sub-Committees as required.
- To elect members to outside bodies.
- To approve and monitor all tenders and contracts, after review by other Committees as relevant.
- To do anything calculated to facilitate or conducive or incidental to the discharge of any of their functions. (LGA 1972, s 111), General Power of Competence, (Localism Act 2011).
- To manage policy with regard to promotion and publicity of the Council.
- To monitor Central Bedfordshire Council Policies and Plans that could affect the town.
- To monitor proposals from developers under Section 106 Agreements.
- To monitor and control office procedures, office facilities and equipment.
- To keep minutes.

### **Other responsibilities:**

- Control and development and continued improvement of the Council.
- Health and Safety – to ensure compliance with all health and safety.
- Fire precautions – to ensure measures are in place to deal with fire.
- Liaising with the Unitary Authority on matters pertaining to the Council.
- Liaising with the Police and other outside bodies on matters pertaining to the Council.

### **3. Planning Committee**

The Committee has delegated authority to make decisions and deal with matters listed below, only where sufficient budgetary provision exists or can be vired from within the approved budget of the Committee.

The Committee may decide not to exercise its delegated power and may instead make recommendations to Council.

The Committee is required to submit a list of resolutions and recommendations to the next available meeting of the Council.

Responsible for the control and development of:

- To Consider all planning applications on their merit and to make comment and pass resolutions in respect of these.
- When considering planning applications, to take the statements of any adopted Master Plan, Town Plan or Neighbourhood Plan into consideration.
- To respond to Central Bedfordshire Council on all planning applications within the set time scales.
- Street naming.
- Licencing.
- Mineral Plans, Waste Plans and regional Plans or any other plans or studies as considered appropriate.
- To comment on behalf of the Council in relation to any consultations on footpath diversions, modifications or adoptions.
- To appoint Members or instruct officers to attend Central Beds Councils Development Management meetings to make representations on behalf of the Council where necessary.
- Approval of its minutes as true and correct records.
- Any other matters that may be delegated to it by the Council from time to time.

#### **Other responsibilities:**

To consider a Neighbourhood Plan.

### **4. Business Services**

The Committee has delegated authority to make decisions and deal with matters listed below, only where sufficient budgetary provision exists or can be vired from within the approved budget of the committee.

Capital projects are referred to the Town Council as an application to access the rolling capital fund.

The Committee may decide not to exercise its delegated power and may instead make recommendations to Council.

The Committee is required to submit a list of resolutions and recommendations to the of the Council.

Responsible for the control and development of:

- Monitor and make recommendations to the Council for the use of Earmarked Reserves.
- Review the Financial Regulations annually.
- Track and review the budget vs actual spending across the Council based on September figures providing a report with recommendations to the Town Council.
- Receive and review the reports from the Internal Auditor before presentation to Town Council for adoption.
- Development of business strategy for commercial activities as well as the development of the Rufus Centre buildings including the provision of office space.
- Management of the Rufus Centre buildings including maintenance and cleaning contracts.
- Reviewing tenant rent rates, conference rates and function rates with the objective of ensuring the business remains financially viable
- Rufus Centre Marketing related to commercial activities.
- Considering investment opportunities.
- Debt management, (considering bad debt write-off proposals at year end).
- IT (split with Corporate Services) – responsibility to IT infrastructure and systems used by FTC as well as service and maintenance contracts with the exception of the FTC Website
- Recycling and Environmental Impact including energy efficiency
- Approval of its minutes as true and correct records.
- Any other matters that may be delegated to it by the Council from time to time.

#### **Other responsibilities:**

- Health and Safety – to ensure compliance with health and safety.
- Liaising with the Unitary Authority on matters pertaining to the Committee.
- Liaising with the police and other outside bodies on matters pertain to the Committee.
- S106 applications and grant funding from external sources that fall within the committee's areas of responsibility.
- Commuted sums that fall within the committee's areas of responsibility.

### **5. Corporate Services**

The Committee has delegated authority to deal with matters listed below.

The Committee may decide not to exercise its delegated power and may instead make recommendations to Council.

The Committee is required to submit a list of resolutions and recommendations to the next available meeting of the Council.

Responsible for the control and development of,

- Business Continuity.
- Policies and procedures – PDRT, Member/Officer Protocol, Code of Conduct.
- Initiation of new Projects (i.e. On completion, project move to the relevant committee e.g. new burial ground to Community Services).
- S106 applications and grant funding from external sources., that fall within the committee's areas of responsibility.
- Elections/Councillor vacancies, Town Mayor/Dep Town Mayor, regalia, etc.
- Honorary Citizenship.
- Town Council Communications – e.g. Flitwick Papers, website, leaflets, etc.
- FTC Website.

- Town Council Strategy, vision, mission statement, objectives etc.
- Communications and Marketing Strategy
- Marketing related to Corporate activities.
- Training – Councillors and staff.
- Development of Plans – e.g. neighbourhood plan, local plan, corporate plan, emergency plan.
- Approval of its minutes as true and correct records.
- Any other matters that may be delegated to it by the Council from time to time.

**Other responsibilities:**

- Health and Safety – to ensure compliance with health and safety.
- Liaising with the Unitary Authority on matters pertaining to the Committee.
- Liaising with the police and other outside bodies on matters pertain to the Committee.
- S106 applications and grant funding from external sources that fall within the committee's areas of responsibility.
- Commuted sums that fall within the committee's areas of responsibility.

Specific duties:

- To oversee loans, leases, property and vehicle insurance, mortgages

**6. Community Services**

The Committee has delegated authority to deal with matters listed below.

The Committee may decide not to exercise its delegated power and may instead make recommendations to Council.

The Committee is required to submit a list of resolutions and recommendations to the next available meeting of the Council.

Responsible for the control and development of,

- General Ground Services
- Manor Park and Millennium Park
- Play Areas and Open Spaces including considering requests for use
- Football pitches and reviewing charges
- All Burial Ground matters
- Organising of all Community Events
- Organising of all Civic Events
- Discussing youth provision in Flitwick
- Noting minutes of the Allotment Liaison Committee
- Receiving reports from the Highways meetings
- Resident Driven Projects Grant Scheme. Considering Grant applications
- Dealing with Community Safety matters
- Approval of its minutes as true and correct records.
- Any other matters that may be delegated to it by the Council from time to time.

**Other responsibilities:**

- Health and Safety – to ensure compliance with health and safety.
- Liaising with the Unitary Authority on matters pertaining to the Committee

- S106 applications and grant funding from external sources that fall within the committee's areas of responsibility.
- Liaising with the police and other outside bodies on matters pertaining to the Committee.

## **7. Personnel**

The Committee has delegated authority to deal with matters listed below, only where sufficient budgetary provision exists or can be vired from within the approved budget of the committee. The Committee may decide not to exercise its delegated power and may instead make recommendations to Council.

The Committee is required to submit a list of resolutions and recommendations to the next available meeting of the Council.

Responsible for the control, development and continued improvements to:

- Recruitment, Selection and the policies, procedures and contracts relating to.
- Training, Development and the policies and procedures relating to.
- Appraisal, to ensure accurate assessments of performance is carried out.
- Reward, to review and agree proposed annual and interim pay awards to Council Employees
- Absence Management and the policies and procedures relating to.
- Disciplinary, Grievance and the policies and procedures relating to.
- Maternity, Paternity and the policies and procedures relating to.
- Equal Opportunities and the policies and procedures relating to.
- Recommend policy change within their area of responsibility.
- Approval of its minutes as a true record.
- Any other matters that may be delegated to it by the Council from time to time.

### **Other responsibilities:**

- Health and Safety – to ensure compliance with health and safety.
- Ensuring individual work records are maintained.
- Liaising with the Unitary Authority on matters pertaining to the Committee.
- Liaising with the police and other outside bodies on matters pertaining to the Committee.

## **8. Appeals**

### **Responsibilities – To Consider Evidence or Gather Further Evidence.**

The Committee has delegated authority to deal with matters listed below.

The Committee may decide not to exercise its delegated power and may instead make recommendations to Council.

The Committee is required to submit a list of resolutions and recommendations to the next available meeting of the Council.

Responsible for:

- Considering and deciding whether individual appeals have established grounds for appeal according to the disciplinary or grievance procedures.

- To gather further evidence at appeal committee hearings and to decide, on the basis of that information, whether an appeal should be upheld or rejected.
- Approval of its minutes as a true record.
- Any other matters that may be delegated to it by the Council from time to time.

**Other responsibilities:**

- Liaising with the Unitary Authority on matters pertaining to the Committee.
- Liaising with the police and other outside bodies on matters pertaining to the Committee.

**5. RESPONSIBILITIES DELEGATED TO TOWN COUNCIL OFFICERS**

The Town Clerk is the Proper Officer designated and authorised to act as Proper Officer for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a Proper Officer.

**General Matters the Town Clerk is authorised:**

1. to sign on behalf of the Council any document necessary to give effect to any decision of the Council.
2. to take any proceedings or other steps as may be necessary to enforce and recover any debt owing or other obligation due to the Council.
3. to institute, defend and appear in any legal proceedings authorised by the Council.
4. to appear or make representation to any tribunal or public inquiry into any matter in which the Council has an interest (in its own right or on behalf of the residents of Flitwick).
5. to alter the date or time of a Council/committee meeting but, before doing so, shall consult with the relevant Chairman about the need for the change and about convenient alternative dates and times.
6. to decide arrangements for the closure of the Council offices in the Christmas/ New Year period, subject to consultation with the Mayor.
7. to manage the Council's facilities and assets, including allotments, open spaces, amenity areas, cemetery, and any other buildings and assets.
8. to act as the Council's designated officer for the purposes of the Freedom of Information Act 2000. Data Protection Officer now designated to Comms & Marketing Manager
9. to act as the Council's proper officer as per any statute or Local Government Act 1972.

**Financial Matters the Town Clerk is authorised as follows:**

1. To incur expenditure up to the amount specified in the financial regulations. on any item for which provision is made in the appropriate revenue budget provided that any action taken complies with any legislative provisions and the requirements of the Council's Standing Orders and Financial Regulations.

2. To use the repairs and maintenance budgets for the maintenance, or repair of existing plant, vehicles or equipment.
3. To accept quotations or tenders (where tenders are required by the Council's Financial Regulations) for work supplies or services subject to:
  - a. the cost not exceeding the amount of the approved budget.
  - b. the tender being the lowest or the one showing best added value to the Council according to the criteria set out in the tender documentation.
  - c. all the requirements of the Council's Financial Regulations being complied with.
4. To compile, approve or vary lists of approved contractors subject to the requirements of the Council's Financial Regulations.
5. Having consulted with the Council, to invest monies held by the Council with a view to obtaining the optimum financial return.

### **Staffing Matters**

The Town Clerk is given delegated powers to manage the Council staff in accordance with the Council's policies, procedures and budget.

With the exception of cases of gross misconduct, the Town Clerk must seek permission from the Personnel Committee before dismissing a member of staff.

### **Property Matters**

The Town Clerk is given authority to manage the land and property of the Council including:

1. agreeing the terms of any lease, licence, conveyance or transfer approved by Council, authorised to be signed by the Mayor or Deputy Mayor.
2. the granting or refusal of the Council's consent under the terms of any lease variations of restrictive covenants of a routine nature.
3. the granting of easements, wayleaves and licenses over Council Land approved by the Council.
4. initiating legal action or proceedings against unauthorised encampments on Council land.
5. hiring of open spaces for activities that benefit the residents of Flitwick.

### **Urgency**

The Town Clerk is authorised to act on behalf of the Council in cases of urgency or emergency. Any such action is to be reported to the next meeting of the Council or relevant committee or sub-committee. The Mayor, Deputy Mayor or Chairman of the relevant committee are to be consulted before such action is taken.

The Town Clerk may decide not to exercise his delegated power and may instead make recommendations to Council or the relevant Committee.



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